



Department of Business Administration
Faculty of Management Sciences
University of Jos

Course Syllabus (MAN 832: Small Business Management)

General Information	COURSE LECTURER: Dr. S.O. OLUTUASE																			
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	CONSULTATION:	Friday: 08h00 - 11hr00																		
	CONTACT HOURS:	Friday: 11h00 - 13h00																		
Course Description	<p>This is a three-credit unit course offered by MBA students specialising in entrepreneurship, in the Department of Business Administration, University of Jos. The course aims at equipping students with the requisite practical knowledge and skills that would help them manage high-growth profile small businesses within any local context. Having gone through the course, it is expected that the student would be able to apply excellent consulting skills to helping small businesses find practicable solution to challenges they face. In addition, students would be able to effectively train owners/managers of small businesses to competently develop and implement optimal solutions to evolving problems in their businesses.</p>																			
Learning Outcomes	<p>Upon successful completion of this course, students would be able to:</p> <ul style="list-style-type: none">• Use the SEE model to understand the context, peculiarities and unique set of problems of a small business.• Develop practicable solutions as deliverables for a small business.• Train small business owners/managers on how to effectively implement business solutions.• Continuously chart extensive base of solutions to evolving problems of small business in any context.																			
Course materials	<p>This course is practical-oriented and highly interactive. Owning or gaining access to a Internet-enabled desktop, laptop or smart mobile devices will give a student lot of advantage. Your laptop should however run minimally on Windows 7 and be equipped with Microsoft office suite, Adobe Acrobat reader and web browser (Internet explorer, Chrome, etc).</p>																			
Communication	<p>Communication is critical to learning. Students are therefore encouraged to contact the course lecturer via email with any questions or concerns. Students will also have the opportunity to discuss course related issues in the classroom and e-discussion forum. The instructor will post announcements on the course homepage as well as send periodic emails. You are therefore advised to check course site and/or your mailbox regularly.</p>																			
Prerequisite	<p>This course requires that students have only a basic familiarity with computer technology in the following areas:</p> <ul style="list-style-type: none">• Turning the computer on/off;• Perform basic activities using Ms Excel and Word• Use web browsers and emails																			
Evaluation	<p>The course evaluation is structured as follows:</p> <table><thead><tr><th>NO.</th><th>ITEMS</th><th>WEIGHT</th></tr></thead><tbody><tr><td>1.</td><td>Small business solutions</td><td>45%</td></tr><tr><td>2.</td><td>Case writing</td><td>20%</td></tr><tr><td>3.</td><td>Class participation</td><td>05%</td></tr><tr><td>4.</td><td>End of semester examination</td><td>30%</td></tr><tr><td colspan="2">TOTAL</td><td>100%</td></tr></tbody></table>		NO.	ITEMS	WEIGHT	1.	Small business solutions	45%	2.	Case writing	20%	3.	Class participation	05%	4.	End of semester examination	30%	TOTAL		100%
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	<u>SCORE RANGE</u>	<u>GRADE</u>	<u>REMARK</u>
Grading	70 – 100	A	PASS
	60 – 69	B	PASS
	50 – 59	C	PASS
	00 – 49	F	FAIL

Methodology

The class is team-based and highly interactive. Therefore, active participation of all students in team and class activities are key. Students' participation during lectures and through other means like emails and online forum is highly encouraged as they afford opportunities to earn bonus points. Moreover, the course is designed in such a way that students will need to work individually and collaboratively and would be assessed in like manner but with particular focus on developing individual competence and skills. Thus, students are expected to study materials provided and search for supplement materials throughout the duration of this course.

COURSE OUTLINE

Week	Reading	Description
Week 1: Setting the context for entrepreneurial small business management	Using the S.E.E. model: A guide to student consulting teams	i. Survival small business vs high-growth profile small business ii. Peculiarities of small businesses and their challenges iii. The SEE model (developed by M.H. Morris)
Week 2: Getting set for field		i. Team formation and consulting orientation (synergy among teams) ii. Letters of introduction, agreement and engagement iii. Formal introduction (letter of introduction) to our esteemed client of the semester
Week 3 - 4: Developing SEE model report		i. Sign and document letter of agreement ii. Develop professional relationship with client to generate sufficient information/data based on SEE model template iii. Analyse data, articulate the problems and write and submit SEE model report
Week 5: Class discussion and feedback on SEE model report		i. Focus on the peculiarities and problems of client's business ii. Determine priorities needs of client iii. Articulate alternative solutions and decide on the optimal ones iv. Re-organise teams, if necessary
Week 6: Developing deliverables		i. Teams discuss with clients on identified problems and deliverables ii. Sign letter of Engagement
Unit 7-8: Working on deliverables		i. Working with client/staff as you develop deliverables ii. Collaboration among teams to ensure synergy and optimal solution
Unit 9-10: Working and training clients to implement deliverables		i. Inform client and initiate implementation process ii. Train client/staff on deliverable implementation iii. Supervise the use of new system and make necessary corrections and documentation
Unit 11-12: Case writing		i. Write up a case on the client not showing any trace of his identity ii. Write up another case on the business, not showing the identity of the business

Reading List